



# Eastern Elementary

## Lexington Local School District

### 2020-2021 Back-to-School Plan



Eastern Students and Families, We are extremely excited to welcome our students and staff back to school for the 2020-21 school year and to be able to do so in a face-to-face manner. Thank you for your patience as the staff and administration has been working diligently to plan for the year ahead.

As our plan was constructed, we have taken into consideration guidelines from the Center for Disease Control, the Ohio Department of Health, the governor of Ohio, and the Richland County Health Department. It is our intent to provide a strong learning environment and options for our students while taking the necessary precautions to reopen safely and responsibly, taking into consideration the health and well-being of our students and our staff.

Please take the time to review our plan for Eastern Elementary and know we are excited to have our students and staff returning safely. Working together, we look forward to providing the highest quality education in a safe, responsible, and supportive environment. This back-to-school plan is designed to give you an overview of some of the adjustments we have made to Eastern Elementary for the 2020-21 school year. It may look different for many of our students, but we are confident they will be excited to return to Eastern. For an overview of these changes, please view our “Virtual Orientation” and “Virtual Open House”.

Once again, welcome and we look forward to a great school year!

Mike Grist, Principal



# *Eastern Elementary*

**Click/Tap to Play Video Orientation**

# EASTERN ELEMENTARY SCHOOL

## OUR PROMISES TO YOU

- Classroom desks will be spaced to the extent possible to allow for maximum social distancing.
- Social distancing reminders and traffic patterns will be placed throughout our schools.
- Hand sanitizing stations will be located in each classroom, all offices, and at entrances to the building.
- Students will have their temperatures taken as they enter their building each school day.
- Students and staff will wear face coverings to maximize protection.
- Our staff is encouraged to maintain physical distancing as much as possible while working.
- We have temporarily made changes to our daily procedures to mitigate the risk of COVID-19 for all of our students and their families and our staff.



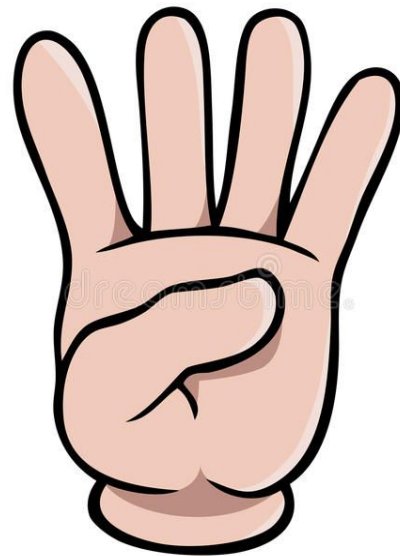
## YOUR PROMISES TO US

- If you have been exposed to COVID-19 recently or have symptoms of COVID-19 (including fever, cough, chills, muscle pains, loss of taste / smell, or shortness of breath), please help us keep everyone safe and contact your local medical professional.
- We request that you adhere to social distancing, face covering, and hand washing/sanitizing practices that have been put in place to protect you, our students, and our staff.
- We ask that you respect the request of any Lexington staff member or administrator who is monitoring the COVID-19 procedures. Our staff is trained to enforce new protocols.

# MINUTEMAN BACK-TO-SCHOOL PLEDGE

Follow these FOUR steps:

- 1 COMPLETE DAILY WELLNESS CHECKS
- 2 WASH YOUR HANDS.
- 3 WEAR A MASK.
- 4 WATCH YOUR DISTANCE.



**ALL FOUR**  
**One Minuteman Family**

# Lexington 2020-21 Back-to-School Plan

**Option A:** Students in-person and in buildings daily with safety protocols. Teachers and students will use Google Classroom with additional content and materials.

When deemed necessary, students will move to remote learning utilizing Schoology/Google Classroom and Google Meet or Zoom\*.  
\*The decision to move to remote learning can be placed into effect at any time through action of Richland Public Health Department or the Governor.

**Option B** –Lexington Digital Academy (LDA) Students at home daily for individual online learning with support. This commitment will be through the end of the first semester (7-12 December; K-6 January). These students will only follow the county alert system if they come into school for a Face-to-Face course.

## Back-to-School Plan Correlation to the Ohio County Alert Health System (Option A only)

Level 1, Yellow: We will follow our Restart Plan  
**Required Face Covering K-12**

Level 2, Orange: We will follow our Restart Plan  
**Required Face Covering K-12**

Level 3, Red: We will follow our Restart Plan  
**Required Face Covering K-12**

Level 4, Purple: We will close school and remote learning will be implemented.

This plan was developed in collaboration with the Richland County Public Health Department and other Richland County School Districts. This plan will be updated regularly in accordance with state and local guidance and is subject to change at any time.

## Remote Learning at Level 4 Purple, or when deemed necessary: Option A students only

### Parent/Caregiver Expectations:

- Monitor student progress on coursework.
- Develop a “school schedule” to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff.

### Student Expectations:

- Remote learning will be much more effective and regimented, and expectations will be much higher than they were during the spring closure.
  - The district grading scale will be used.
- Follow a regular “school schedule” to keep routines in place while working from home. Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.
- Complete lesson and assignments according to teacher timelines.

### School Expectations:

- Will prepare students for remote learning during the first few weeks of schools to be much better prepared for a school closure. Create lessons that are engaging for students using a variety of strategies.
- Be available during school hours.
- Use Google classroom (K-3) and Schoology (4-12) as the platform for all assignments, links to resources, etc.
- Grade work in a timely manner and provide feedback to students on assignments. Ensure each family has a device and internet access at home. A plan to provide each student with a device is in process, but we are waiting for our Chromebook order to arrive.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures.
- Provide help desk assistance when technology issues occur.

## Safety Protocols

These safety protocols will be put in place to reduce the spread of COVID-19. While these measures individually will not eliminate the disease, each action reduces the likelihood of disease transmission. Based on guidance from the Ohio Department of Health, these measures will focus on five guiding principles:

- Vigilantly assess for symptoms
- Wash and sanitize hands to prevent spread
- Thoroughly clean and sanitize school environment to limit spread on shared surfaces
- Implement face coverings policy
- Practice social distancing

### Daily Health Assessments

- All staff and students will self-assess for COVID-19 symptoms before arriving at school. This includes daily temperature monitoring for students at home. Anyone with a temperature of 100.0F or above or symptoms will stay home.
- Staff temperatures will be monitored and logged when staff enter the building. Anyone with a temperature of 100.0F or above will be sent home.
- All students will have their temperatures taken as they enter the building. Anyone with a temperature of 100.0F or above will be sent home.
- Any staff or student who becomes ill at school, especially those with COVID-19-like symptoms, will be sent home.
- An isolated waiting room for ill students waiting to go home will be established. All individuals in this room will wear face masks, including ill students, nurses, and any other personnel monitoring the room.

# Facial Covering Guidelines

Facial Covering Guidelines (i.e. cloth masks, N-90 or N-95 masks, or surgical masks)- Levels 1 and 2

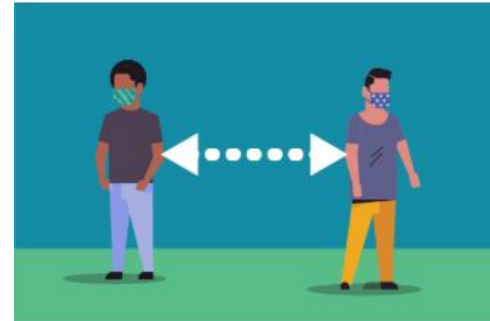
**The below guidance will go into effect when the statewide mask mandate is lifted.** In order to open safely and responsibly for all students, staff, families, and the community, we will be following the facial covering requirements and recommendations of the Ohio Department of Health and the Ohio Department of Education while in Risk Levels One (Yellow) and Two (Orange).

## Students:

- **Bus:** Due to the inability to provide distancing, all students (PreK-12) who ride the school bus, will be required to wear a mask while on the bus.
- **Arrival, Dismissal, Class Changes and Transition Time:** Due to large numbers of students and staff in the hallways during arrival, dismissal, class changes and transition time, all students (PreK-12) will be required to wear a mask during these times.
- **Class Time:** Students in grades 3-12 will be required to wear a mask at all times under Level 3 Red, except during mask breaks, which will be provided during the school day. Students (PreK-2) are not required to wear a face covering while they are at their desk in the classroom although they are welcome and encouraged to do so. When working in close contact with the teacher or while participating in an activity where distancing is not possible, a mask will be required.
- **Medical Issues:** If your child has a documented medical issue that prohibits them from being able to comply with the face covering expectations, please contact the building principal, and accommodations will be made.
- **Masks:** Parents are responsible for providing their child with a mask. If it is difficult for you to provide a mask, please contact your child's principal or school counselor.

## Staff:

- All staff members will be required to wear a mask while at work.
- Staff members may remove their mask only when they are working in an isolated setting.
- If a mask is not medically appropriate for a staff member, or makes performing their contracted work impossible, a face shield may be substituted; examples of this would include staff teaching phonics in the primary grades and speech pathologists.





# Face Covering Breaks

## Students

### Appropriate mask breaks include:

- Not to exceed 10 minutes
- With appropriate physical distancing
- When deemed necessary by the teacher
- Breaks during outdoor recess with students maintain 6 ft apart
- While seated and eating breakfast and lunch but must be worn when moving through the cafeteria

## Staff

### Appropriate mask breaks include:

- Planning period
- Lunch break
- When working alone in classroom, office, or workspace



# Classroom Expectations

## Parent/Caregiver Expectations:

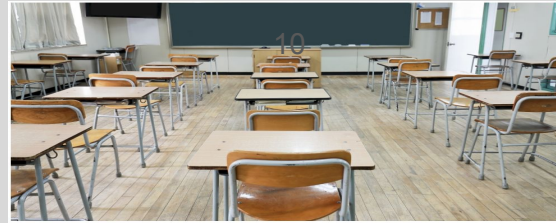
- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F or who do not feel well should stay home.
  - Do not administer fever reducing medicine to your student and send them to school.
- Provide a mask for your student to wear when required.

## Student Expectations:

- Wearing a mask when required.
- Report immediately to your designated area upon arrival to school.
- Carry a water bottle as water bottle fountains will be touchless.
- Follow all signage in the hallways and common areas.
- When possible, stay to the right when traveling down hallways and using stairs.

## School Expectations:

- Provide mask breaks; not to exceed 10 minutes, with appropriate distancing, when deemed necessary by the teacher
- Ensure classroom setup of desks provides physical distancing for students as much as possible.
- Ensure students maintain physical distancing whenever possible.
- Eliminate shared classroom materials as much as possible.
- Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.
- Sanitize classrooms as frequently as possible.
- Sanitize classrooms (Pre-K and K) between AM and PM classes.
- Provide hand cleaning supplies in each classroom and common areas



# Hallways and Common Areas

## Parent/Caregiver Expectations:

- Provide a mask for your student to wear when needed.
- Provide your student with a water bottle daily as water bottle fountains will be touchless.

## Student Expectations:

- Wearing a mask is required when in hallways or times of transition.
- Report immediately to your designated area upon arrival to school.
- Carry a water bottle as water bottle fountains will be touchless.
- Follow all signage in the hallways and common areas.
- When possible, stay to the right when traveling down hallways.



## School Expectations:

- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators of re-opening protocols to the office.
- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians and staff.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.
- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.

# Drop-off, Pick-up, and Visitors

## **Parent/Caregiver Expectations:**

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F or who do not feel well should stay home.
- Provide a mask for your student to wear on the bus and while at school as required.
- Limit visits to school as much as possible.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a mask is required when entering the building.

## **Student Expectations:**

- Wearing a mask is required when entering, exiting, or moving around the building.
- Report directly to your assigned classroom/area upon arrival to school.
- Maintain maximum physical distancing from peers whenever possible in hallways, common areas, offices, etc.

## **School Expectations:**

- Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.
- Ensure adequate supervision is available upon arrival of students and in designated common areas.
- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians and staff.
- Ensure designated doors are propped open at arrival and dismissal weather permitting.
- Ensure designated doors are closed after arrival and dismissal.
- Eliminate parent and community volunteers to ensure safety and health of students and staff.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.
- Ensure that all students and staff have their temperatures taken daily and communicate procedures to all stakeholders.
- Disinfect/Sanitize common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.

# Bus Transportation

## Parent/Caregiver Expectations:

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures 100°F (without fever reducing medicine) or above must stay home.
- Provide a mask for your student to wear on the bus and while at school when required. If you cannot provide a mask, please contact your child's school.
- Coordinate with the bus garage on one consistent pick-up and drop-off location, when applicable.

## Student Expectations:

- Maintain appropriate physical distances while at the bus stop, upon arrival, and while entering the building.
- Sit two per seat on the bus and sit in your assigned seat. When applicable, family groups will be required to sit together on the bus.
- Remain seated, facing forward while riding the bus.
- Weather permitting, keep windows cracked for fresh air.
- Load the bus by filling the back seats first and moving forward, following driver's guidelines.

## School Expectations:

- Drivers will wear a mask or face shield while students are on the bus.
- Provide reminders to students of bus expectations- 2 per seat, wearing masks, seated facing forward.
- In times in which students need to be three per seat it will be the last 15 minutes of the route
- Ensure the bus is disinfected following outlined safety protocols.
- Reduce the number of transfers and overall time on buses for students.
- Monitor drop off and dismissal to ensure students do not congregate in groups.

# Meetings and Conferences

## Parent/Caregiver Expectations:

- All meetings will take place via phone or using a virtual platform unless in-person meeting is necessary.
- In person meetings should follow appropriate physical distancing protocols, and it is required masks be worn when entering, exiting, and moving around the building.
- Conduct a personal health screening prior to coming to a school building, and do not come if you are running a fever 100°F or above or showing other symptoms.

## School Expectations:

- When possible, plan and attend meetings using video technology.
- Provide parents/caregivers with options for phone or video conferencing or for in-person, when necessary.
- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure physical space used for meetings allows for distancing guidelines.
- Clean and disinfect rooms after meetings or provide materials for cleaning and disinfecting to take place.

## Student Expectations:

- Participate in meetings as requested by parents/caregivers or school staff.
- Follow physical distancing protocols.
- Wearing a mask is required when entering the meeting, exiting the meeting, or when moving around the building.



# Health Services

## Parent/Caregiver Expectations:

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home until fever free for 48 hours (without use of any medication to control fever), and no less than 10 days from symptom onset. The 10 days from symptom onset may be waived if a release from a physician is provided to the school.
- Provide a mask for your student to wear when required.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Parents are asked to pay particularly close attention to symptoms and err on the side of caution when deciding about sending your child to school.
- Parents are asked to notify the school immediately if their child tests positive for COVID-19.

## Student Expectations:

- Use designated entrances and exits to the office.
- Follow physical distancing protocols as much as possible when in the office.
- Wearing a mask is required when in or moving around the clinic.
- Wearing a mask is required if a student is determined to have a fever or other symptoms.

## School Expectations:

- Staff will wear a mask when working individually with students.
- Ensure physical distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms to a separate area away from other students already in clinic.
- Students showing symptoms will have caregivers contacted and sent home.
- Ensure that the clinic is disinfected immediately following a student entering who is exhibiting symptoms and that the isolation area is disinfected once students have left the building.
- Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area. Install barriers as needed to protect employees working in the nurse's office. Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are physically distanced.
- Ensure the student isolation area is properly supervised when in use.
- Work closely with the Richland County Health Department on appropriate steps to take should a staff member or student be confirmed in having COVID-19. All contact tracing will be done through the Richland County Health Department.
- Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.

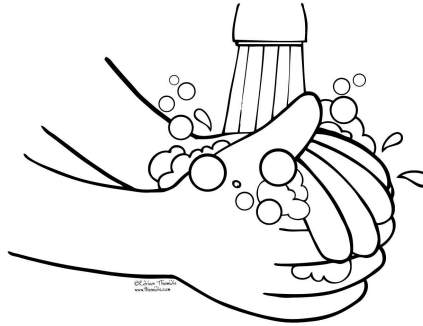
# Restrooms

## **Parent/Caregiver Expectations:**

- Provide a mask for your student to wear when required.

## **Student Expectations:**

- Wear a mask when in hallways and restrooms.
- Follow all signage in the hallways, common areas, and restrooms.
- Follow signage regarding number of students allowed in the restroom at one time.
- When possible, stay to the right when traveling in the hallways to and from the restrooms.
- Wash hands before leaving the restroom.



## **School Expectations:**

- Ensure signs are installed in hallways, restrooms, and common areas.
- Ensure supplies are readily available for custodians.
- Ensure a limited number of students are in the restrooms at the same time.
  - MAXIMUM of 3 Students at one time
- Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.
- Disinfect restrooms based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.



# Lunches and Cafeteria

## **Parent/Caregiver Expectations:**

- Provide a mask for your student to wear at school when required.
- Limit visits to school as much as possible including visits to drop off forgotten items.

## **Student Expectations:**

- Wearing a mask is required when in line or moving around the cafeteria.
- Sit in designated seats.
- If bringing a packed lunch, report immediately to your designated seating area.
- When possible, stay to the right when traveling down hallways.
- Follow physical distancing guidelines when in line and in the food serving areas.
- Clear hands before and after lunch.
- Once finished with lunch, dispose of trash and proceed to recess.

## **School Expectations:**

- Supervise designated eating areas to ensure students are physically distanced as best as possible.
- All staff wear a mask or face shield when circulating around eating areas.
- Use staggered dismissal to encourage physical distancing at the end of lunch.
- Post signs of safety reminders in designated eating areas.
- Ensure supplies are readily available for custodians.
- Clean and sanitize tables between each lunch period.
- Cafeteria staff will wear masks while serving food.
- Meals will be “grab-n-go” style, allowing students to quickly obtain meals and remain physically distanced to the extent possible.
- Cashiers will enter purchased lunches in compute system so students are not using pin-pad.
- Reduce seating capacity at each table
- Add additional trash receptacles to eliminate overcrowding.

# Recess

## **Parent/Caregiver Expectations:**

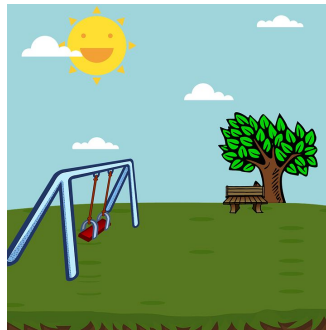
- Provide a mask for your student to wear at school when required.

## **Student Expectations:**

- Wearing a mask is required unless actively participating in outdoor recess and/or physical activity where physical distance of six feet or more can be maintained
- Maintain physical distancing as much as possible at all times.
- Utilize physical distancing markings when lining up and/or participating in recess activities

## **School Expectations:**

- Supervise designated recess areas to ensure students are physically distanced as best as possible.
- All staff wear a mask or face shield when circulating around recess areas.
- Encourage structured recess activities to maximize physical distancing.
- Post markings on the ground in areas where students will be lining up.
- Use staggered dismissal to encourage physical distancing as students re-enter the school.



# School Office

## Parent/Caregiver Expectations:

- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100 °F (without fever reducing medicine) or showing other symptoms.
- Please contact office by phone before entering building.
- Wearing a mask is required when entering, exiting, and moving around the office/building.
- In-person office visits should follow appropriate physical distancing protocols.

## Student Expectations:

- Use designated entrances and exits to the office.
- Follow physical distancing protocols as much as possible when in the office.
- Wearing a mask is required when in or moving around the office.



## School Expectations:

- Wearing a mask is required when moving around the office area.
- Monitor and control the number of people in the office at any one time.
- Ensure physical distancing protocols are followed as much as possible when in-person meetings are held.
- Install barriers to protect employees working in the main office. Eliminate community and parent volunteers to ensure safety of all students.
- Ensure proper signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.
- Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.

# Lexington Digital Academy (LDA): Option B

## What is the Lexington Digital Academy (LDA)?

- The LDA is in its 6th year of operation. Students will utilize the LDA instructional software platform (Edgenuity K-12) to access all their courses.
- All courses for K-5 are completed through Edgenuity and daily pacing guides are provided so parents can help their children stay on pace with their daily learning goals. Lexington staff members will provide support for parents and students and check in on a scheduled basis.
- Courses are individually paced for each student. This includes prescriptive testing in grades 6-12 which allows students to test out of content in which they already have mastery. Courses are also completed independently. Students are not part of a larger cohort and are able to complete coursework early. Students are able to move onto additional courses if/when ready.



## What kind of courses does the LDA offer?

- All courses offered in Lexington buildings are offered in the LDA. These courses have been vetted by Lexington educators and are appropriately rigorous.

## How are grades reported in the LDA?

- Grades will be determined using the Lexington regular grading scale.